

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR THE
FISCAL YEAR ENDING

JUNE 30, 1979

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT OF THE BOARD OF TRUSTEES

To the Governor and to the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their seventieth annual report for the fiscal year ending June 30, 1979 under the provisions of Chapter 6, Section 37, of the General Laws (Tercentenary Edition).

Senate President William M. Bulger appointed Mr. Francis Joyce to serve as his designee on the board.

Trustees of the State Library

	<u>Date of Original Appointment</u>	<u>Term Expires June 1</u>
By Virtue of State Office Held:		
William M. Bulger President of the Senate Designee: Francis Joyce	-	-
Thomas W. McGee, Speaker of House of Representatives	-	-
Michael Joseph Connelly The State Secretary	-	-
Appointed by the Governor:		
Mrs. Gwendolen Smith, Chairperson 158 Dale Street, North Andover	December 3, 1973	1979
Mrs. Ellen C. Welch 41 Chestnut Street, Salem	September 5, 1974	1980
George Warren Patterson 75 Cheever Circle, Andover	June 14, 1977	1981
Alexander Cella 235 Worthen Road, Lexington	June 6, 1977	1982

Mrs. Gwendolen Smith

Mrs. Gwendolen Smith
Chairperson

W. Hunter Rineer, Jr.
W. Hunter Rineer, Jr.
State Librarian

Appropriations and Expenditures

July 1, 1978 - June 30, 1979

	<u>Appropriation</u>	<u>Actual Expenditures</u>
Personnel, permanent & part - time	\$426,470	\$381,639
Library books, microfilm and other materials, printing, and binding	131,100	131,101
Supplies, repairs, rentals	34,430	34,430
Minor furniture & equipment purchase and replacement	10,000	9,880
	<hr/>	<hr/>
	\$602,000	\$557,050

ANNUAL REPORT OF THE STATE LIBRARIAN

1 JULY 1978 - 30 JUNE 1979

The 1978/79 fiscal year was a good one for the Massachusetts State Library. The year's activities were highlighted by: 1) the library's newly established tie to a national bibliographic database and communication system for cataloging and interlibrary loan, 2) the continued building of a truly professional service-oriented staff, and 3) the planning of a physical face-lifting in the early part of next year. The public image of the State Library in the recent past has been turned around and it is now again recognized as an important scholarly and cultural resource for the Commonwealth's citizens and their government. The State Library is again being taken seriously!

PERSONNEL

The library suffered a sad loss in February with the death of Alan Fox. A devoted believer in the importance and value of the State Library's collections and services, Mr. Fox single-mindedly defended those views against all-comers. A renaissance man of self-education, he aided countless hundreds of public officials, government researchers and students in research on Massachusetts and its government. His absence will be sorely felt by his friends and associates. A subscription in his memory is being raised among his friends to support a special trust fund to acquire books on Massachusetts for the State Library.

The library also had three retirements from its staff. Charles Allen retired after 16 years of state service, Margaret Murphy after 15½ years, and Juanita Harper after 15½ years.

Ann Marie Matchett was promoted to fill a redesigned position as Library Technician in the area of technical services. Susan Tierney Oslin, after a maternity leave, returned to work as Chief of Reference Services on a half-time schedule. Lee Jeffers, a Simmons library school graduate and former State Library intern, filled the other half of Mrs. Oslin's position on a temporary basis.

The library's professional staff had three additions during the year. Frances McNamara of Natick was appointed asst. chief of technical services in September 1978; she was previously with the library at Wellesley College. Bruce Barnes of Swansea reported as chief of special collections in December; he had previously been on the staff of the New Bedford Public Library. Susan Dow of Melrose was appointed documents librarian in April 1979; she had previously been on the State Library's staff as a Simmons' intern. Also appointed to civil service positions on the permanent staff were: Mary Ellen Grogan (Acquisitions), Elizabeth Geiger (Reference), Mary Micarelli (Special Collections), and Amnon Talshir (Serials).

Status of Personnel

July 1, 1978	Filled	Vacant	Total
Professional	8	2	10
Subprofessional	10	2	12
Clerical	4	5	9
Labor	3		3
	25	9	34
CETA Clerical	2		
	27		
June 30, 1979			
Professional	9½	1½	11
Subprofessional	9	3	12
Clerical	6	2	8
Labor	3		3
	27½	6½	34
CETA Clerical	1		
	28½		

The federally funded CETA program, which for the past few years helped to keep the library afloat during the prolonged periods of reduced staffs and job freezes, has begun to be phased out. During the year one CETA employee's one year appointment ran out and he was not replaced. The other CETA employee's appointment expires in September and we have been told that this position too can not be refilled. It is, therefore, quite fortunate that the library's authorized staff of 34 positions will be fully funded for the next fiscal year since it will be necessary to depend totally on state-funded

positions in the library's operation without the crutch of federally funded substitute positions.

The library has sponsored supervised employment for seven Boston young men and women under YES (Youth Employment Service). This federally supported program in Boston, created to employ chronically unemployed youths in the city, has again this year proven to be of inestimable help in getting done many time-consuming library chores. But not only do they perform these necessary chores for the library, they are in many cases also given their first work experience. It is easily apparent to a close observer that many of these youths develop good work habits and attitudes during their stay in the library.

Again this year the library had a number of interns from Simmons School of Library Science. They did "yeoman service" on the reference desk, in the information files, in government documents, in cataloging and technical services, and in special collections. Many tasks wouldn't get done or backlogs would have grown larger without their enthusiastic assistance.

The reclassification of all positions in state service ground ahead during the year and much time and effort was expended by the State Librarian and supervisory staff members in meetings and in filling out task questionnaires. The goal of this study to equalize pay with responsibilities and required qualifications is of considerable merit. It can only be hoped that its slow pace is not indicative of its final outcome and implementation.

The professional staff was again active in the following organizations: The Boston Chapter of the Special Library Association, New England Library Association, the American Library Association, the Massachusetts Library Assn, the Law Librarians of New England, the Association of Boston Law Librarians, and the documents round table of the New England Library Network.

BUILDING AND EQUIPMENT

The construction projects reported last year as being delayed, were all finally completed in one fashion or another. The window sash replacement contractor completed his work and new airconditioners were installed in the administrative offices. The latter became operational on the first day of autumn's cool weather. I am also pleased to report that the effect of both the new windows and the revised heating system for the north wing of the State House has been salutary. The library was quite snug and almost uncomfortably warm during the past long winter.

Reconstruction in the west wing of the State House finally was concluded after over two years of upset, noise and dirt in the basement areas housing the State Library's special collections and the State Archives. However, despite contracts and promises the contractor left the basement areas in a deplorable condition. The library's cleaning staff spent weeks trying to bring this area into a reasonable state of cleanliness.

The special display steel shelving was finally installed in the periodical reading area and the two new additional map cabinets for the balcony were delivered and finally put to use.

Other map cabinets and steel shelving were ordered and installed in the library's treasure room/vault. A new 3M microfiche duplicator, and a Minolta microform reader/printer significantly upgraded the library's microform equipment. Other new furniture and equipment has been ordered and delivery and installation should take place during the coming year.

The capital outlay budget of 1977, signed by the Governor on January 18, 1978, provided \$100,000 to make improvements in the State Library's heating system. The Boston engineering firm of McCarron, Hufnagle, and Vegkley was employed by the State Bureau of Building Construction to study the library's heating and ventilating problems and to plan necessary changes. Since that time two meetings were held with a member of the firm; a number of tours were given to employees of the firm; and one letter was received from the firm. The letter so overstated the cost of the necessary changes that it appeared certain that the engineers who produced the estimates had a total lack of comprehension of what the present heating system is and what was desired in the way of improvement. The Bureau of Building Construction wrote a letter in response during the winter requesting a revised plan and estimate and that is where the project rests at this time. The engineer/planners appear to be doing nothing; the Bureau of Building Construction, in their usual style, appears not to care that the engineers are doing nothing, the Bureau of State Buildings, which is responsible for the maintenance of the State House, is without a director, and the State Librarian is totally frustrated. Meanwhile inflationary cost increases of about 15-20% each year eat away at the \$100,000 appropriation.

Again the Governor's annual capital outlay request for 1979/80 included \$200,000 to plan major renovation and modernization of the State Library's quarters in the State House. This proposal had last year disappeared from the capital outlay appropriation during the conference committee's discussions on the differing House and Senate versions. This year the library renovation planning project has received House approval, but the Senate has not as yet acted on this appropriation measure.

TECHNICAL SERVICES

The past year saw the fruition of a goal worked on for a number of years. The State Library was tied to a national automated bibliographic database from which the library can derive basic cataloging information and can produce cards for its catalogs. Through this same system the State Library contributes to the national database the cataloging data which originates in this library.

Initial steps were taken last year to prepare for this linkage. The library became a full member of the New England Library Network, headquartered in Wellesley, providing access to the database of the Ohio College Library Center (OCLC) in Columbus, Ohio. Technical service staff began planning the changes in systems and policies to conform to national bibliographic standards. The cathode-ray tube terminal was installed in September 1978 and a Texas Instruments printer in June 1979. Under Frances McNamara's tutelage the staff was trained in the use of the system. By the

beginning of November 1978 the library was fully on-line and began producing cards from the cooperative database; by December the library's staff began in-putting the library's original cataloging into the database. Between December 1978 and the end of June 1979 28,940 catalog cards had been produced by catalogers and received by the State Library from this automated system. These cards were for 3468 titles cataloged from records already on file and for 415 items for which we contributed a new cataloging record to the database.

Among the important information being in-put by the State Library is the cataloging records for Massachusetts' official state publications. This should be enormously helpful to the other libraries in the state, since those institutions in the system can derive their cataloging records for these same publications from the database. Government publications are notoriously difficult to control bibliographically and the State Library's contribution should lighten the cataloging load and therefore lessen the cost of cataloging for some other Massachusetts libraries.

The whole staff in the technical services operation deserve a standing cheer for the interest and enthusiasm they showed in the training required to participate in these changed systems. Ms. McNamara deserves a gold star for her excellence and patience in supervising the training and scheduling at the terminal. Camille Motta deserves a special order of merit for holding the library closely to the system's rules for cataloging

data and maintaining a standard of excellence that can only enhance the State Library's image as a serious bibliographic center.

Collateral to participation in this on-line cataloging system has been establishment of an internal control system of "authority files." These files must be continually checked by the catalogers to determine previous and correct usage of subject headings, cross references, proper names of people and institutions, series, and, above all for the State Library, the proper names of state and city/town government agencies. All of these usages must conform to national standards and the research involved in determining the proper form of an institution's or state agency's name can be long and tedious. For state agencies the library is also preparing cards for the old and new catalogs detailing the history of the agency's name and its frequent variants. An extensive system of cross reference cards are being prepared for the card catalog to make it easier to use.

SERVICES AND PUBLICATIONS

Interlibrary Loan. The library has for many years lent books from its highly specialized collections to other libraries. In the last few years the staff has been promoting this library's ability to borrow books for regular users who need titles not found in the State Library. This two-way traffic is growing. In 1974/75 the combined in and out lending was 589 items. In 1978/79 694 items were lent to other libraries and 198 items were borrowed for the State Library's users.

A new factor which has made significant changes in this system of interlibrary lending is the recently introduced capability to communicate requests to borrow by means of the CRT terminal and the OCLC national bibliographic database. The request reaches the lending library within seconds; a response as to the requested item's availability and the message that the lending library is sending it can reach the requesting library in a very short time. Communication turn-around time has been reduced to a fraction of what it was previously. This new system will push the interlibrary loan traffic to an even higher level.

Newsbank. The library currently subscribes to a small cross section of the national press and includes major newspapers from the largest cities in the U.S. None of these newspapers' back files are kept on microfilm by the State Library, except the New York Times, the Christian Science Monitor, and the Wall Street Journal. In order to increase the library's ability to provide its users with a broader cross section of the national press and for a longer retrospective period of time, the library has subscribed to the monthly News Bank on an experimental basis. This service provides indexed access by broad subject groupings to selected extracts from over 125 newspapers in all 50 states, including a wide variety of political opinions. The extracts are on microfiche; the index is in paper format kept in loose-leaf binders; updates arrive monthly. News Bank places emphasis on local and regional news stories and feature articles with the

perspective on national news as written by local staff reporters and editors. The service should aid in filling a long-felt gap in the library's current information collections.

Boston Newspaper Index. Since 1962 the State Library has been indexing the Boston newspaper for items of interest in state government research. This was started by Alan Fox and it has become an integral part of the library's service. With Mr. Fox's death it was necessary to reassign this work to other staff members. Mary McLellan volunteered to take on this time-consuming and demanding job. Using student aides and interns Mrs. McLellan has successfully bridged the gap and will soon catch-up with the backlog of indexing that grew during Mr. Fox's illness. She has also taken this opportunity to revise the method of indexing bringing the descriptor headings used into conformity with those used in the library's card catalogs and information files.

State House News Service. There operates out of one of the press rooms of the State House a reporting service which distributes a multiplicity of information sources. These sources range from background analysis papers on issues facing the state's government, to daily verbatim accounts of activity on the floor of the House and Senate, to press releases of the governor and other state officials, to releases and position papers of special interest groups who are concerned with bills before the General Court, etc., etc. The State Library subscribes to this daily service and files it in a logical system for use by researchers. Frequently it is the sole source of information in the library on topics under heated debate in this building. The verbatim floor accounts are filed in a chronological order and prove invaluable

in determining legislative history and intent. Senator John Parker gave the library his back file of these papers and they have been sent for microfilming in order to preserve them. Kenneth Flower took over responsibility for the sorting and maintenance of these heavily used files from Mr. Fox.

Publications. During Mr. Fox's long illness it was also necessary to curtail the library's three monthly publications. Eventually it was again possible to bring out Commonwealth of Massachusetts Publications received by the Mass. State Library as a quarterly rather than a monthly. The new editor beginning with the Jan-Mar 1979 issue is Susan Dow, the new documents librarian. She is ably assisted by Lillian Ross. The other two publications, Massachusetts Material and Recent and Interesting will be published only on an irregular schedule until staff is available to bring them back to a regular schedule. The annual Massachusetts Executive Department Publications will continue, also under the editorship of the documents librarian.

State Publications Depository System and Exchange. Four libraries in the Commonwealth have been designated as depositories to receive copies of state publications and to make them available for public consultation. These depository libraries are the Boston Public Library, the Worcester Public Library, the Springfield City Library, and the Library of the University of Massachusetts at Amherst. These libraries each received at least 258 publications as state publication depositories during the past year. The State Library sends a copy of almost all publications it receives to the Library of Congress. The State Library also distributes copies of the more significant publications of which it receives extra copies to several other libraries in the United States where they are available to researchers throughout the country.

Examples of these libraries are the Center for Research Libraries in Chicago, the library of the Merriam Center in Chicago, the library of the Council of State Governments, the New York Public Library, and a number of other state libraries which regularly provide the Massachusetts State Library with publications. A total of 3373 publications were distributed to the four depositories, 973 to the Library of Congress and 2244 to other libraries.

The State Library continued the regular microfilming of the Commonwealth's publications received by the library through Research Publications, Inc. of Connecticut. The library for the second and final year supplied 10 regional and academic libraries in the Commonwealth with a complimentary subscription to this microfilm in an effort to support the microfilming of the publications and to enlarge the future paid subscriber list.

Since 1826 the State Library has been engaged in the nationwide system of exchange of state publications. The library mails the annual Acts and Resolves to 139 libraries including 13 overseas libraries, the Massachusetts Supreme Judicial Court Reports to 63 libraries, the Mass. Appeals Court Reports to 60 libraries, the Manual of the General Court to 206; selected special legislative documents to 32 and the State Senate and House Journals (5 or 6 Volumes) each year to 47 libraries. The library has also assumed responsibility for maintaining the state bookstore's mailing list for the reprint edition of the journal of the colonial Mass. House of Representatives, edited by the Mass. Historical Society, as well as the bookstore's out-of-state

mailing lists for the Attorney General's, the Judicial Council's and the Supreme Judicial Court's annual reports. In return for all of these outgoing publications the State Library annually receives a comparable number of publications in exchange. The point of providing these statistics at this time is to point up the labor required to package and ship all of these publications, as well as to underscore the effect on the library's budget of rising postage rates.

COLLECTIONS

Since the State Library is constrained by its limited space in the State House, the library's collection development policy has been established as one of "no growth" in the total number of cataloged items in paper format. Last year because of the heavy in-flow of federal and state publications, we inadvertently did not adhere to that policy and the total cataloged collection increased by over 3600 items. The number of cataloged items weeded from the older collections also declined from last year's total by over 10,600. The library, however, must in the future adhere to its "no growth" policy, and the aggressive weeding of the collection will continue.

During the past year and in the coming year the major thrust of weeding will be in the less used collections housed in the library's annex. This emphasis is required by the need to combine the library's city directory collection in one area and the need to provide housing in the annex for elements of the old Dewey collection. The relocation of the directories will make

available on the library's fifth floor space to house the older biography collection and possibly some other parts of the collection classified in the Dewey system. These moves will free more space in the main stacks for the constantly growing newer collection of materials classified in the Library of Congress system.

Work continued on the reorganization of the collections housed in the New England Depository Library and the library's annex in the west wing of the State House. The assimilation of the gift collection received three years ago from the Board of Library Commissioners also continued. When ever possible the interfiling of the WPA-produced index to the governors' official letters was continued by the staff of special collections.

With the arrival of Bruce Barnes as chief of special collections, a major push began to bring the library's extensive historic map and atlas collection under fuller bibliographic control. Prior to this effort, the library's oldest sheet or roll maps were scattered from the fifth floor, to the annex, to the vault and it was extremely difficult to determine where any single map was supposed to be, let alone actually find it. The new physical arrangement in three distinct locations should make this extensive collection much easier to use.

Many of the maps were rolled or in fragile folded condition. Mr. Barnes, using a variety of approved methods, has been able to unroll and prepare hundreds of maps for housing in new flat-drawer cabinets especially purchased for this purpose.

RELATIONS

The State Library continued its involvement in the Boston Library Consortium and its variety of cooperative programs. The State Librarian served a second year as its treasurer. Ms. Motta represented the library on the Consortium's serials committee, Ms. McNamara, its cataloging committee, and Mr. Flower, its readers services committee. On a stormy day in February the library hosted a tour of the State Library by 23 librarians from the other consortium libraries. It will be repeated for another group in the next year. This kind of involvement contributes greatly to our continuing efforts to raise the profile of the State Library and its important collections.

The good relations with our close neighbor, the State Archives, continued to flow smoothly and were certainly strengthened by the State Library's appointing a professional librarian to manage its special collections. The archives and library staffs worked well together proving to be mutually supportive in providing service to the public. However, the resignation of Dr. Nicholas Olsberg as Archivist of the Commonwealth and the resignation of all of his professional staff will leave that working relationship in a perilous state. It is critical that the archives replace that staff with all due speed with appropriately trained people so that the archives' users may be served and so that the use of State Library's rare materials may be monitored. This situation will require a careful watch.

The library's cooperation with Harvard Law School in

the microfilming of certain state's (including Massachusetts) administrative and regulatory decisions continued. It is hoped that the first microfilm from this project will be received next year.

The State Librarian attended as a delegate the final session of the Governor's Conference on Libraries and Information Science held in Worcester in March.

The appointment of David L. Reich as director of the Board of Library Commissioners began a new and hopefully happier era for that agency. We look forward to improved communication and cooperation with the Commonwealth's agency for state-wide library planning and development.

THE NEXT STEPS

In the coming year we will give emphasis to the following objectives:

1. We will fill all current staff vacancies and any that occur during the coming year. The library's appropriation for Fiscal Year 1979/80 provides sufficient funds for the full staffing of the library's 34 authorized positions. This is the first time in the present State Librarian's administration that this will be possible.
2. We will install a new main card catalog, a new control desk at the entrance to the main reading room, additional shelving for the reference collection, and carpet the library's main reading room and balcony.

3. We will install new shelving and furniture in the library's annex thus upgrading the staff's working conditions in that area.
4. We will continue the reorganization of the library's special collections in the west wing annex by moving the collection of other state's official documents series to the New England Depository Library, by moving the remaining special collections out of the library's main stacks, and by rearranging the various collections already housed in the annex into a more logical sequence.
5. We will continue to purge the library's collections of irrelevant and obsolete items, concentrating our efforts in the 300's portion of the collection located in both the main stacks, as well as the annex.
6. We again hope to see the upgrading of the library's heating and ventilating system.
7. We will continue the reorganization and conservation of the library's historic map collection.
8. We will continue to integrate the books and other materials given to the library in the past years and hopefully eliminate this backlog.

The coming year should prove to be very busy if these goals are to be achieved.

July 1, 1978 - June 30, 1979

I.	The Collection	1977-78	1978-79
	Books (volumes)		
	Approx. total on July 1,	829,516	818,479
	Added during year	15,367	19,371
	Withdrawn during year	26,404	15,767
	Approx. total on June 30,	818,479	822,083
	Uncataloged pamphlets, telephone directories, college catalogs & documents.	8,933	9,472
	1978/79: added 3035: withdrew 2496		
	Current periodical titles received	1,667	1,774
	1978/79: added 113: discontinued 6		
	Current newspaper titles received	129	130
	1978/79: added 1: discontinued 0		
	Microfilm books, federal publications, etc. (reels)	1,091	1,371
	1978/79: added: 280		
	Microfilm periodicals (reels)	4,376	4,775
	1978/79: added 551 reels: spliced 152 reels		
	Microfilm newspapers (reels)	8,030	8,179
	1978/79: added 149 reels		
	Microfiche (sheets)	216,556	234,172
	1978/79: added 17,616 during year		
	Maps, Sheet	4,479	5,406
	1978/79: added 930; withdrew 3		
	Jackets (sheets)	5,730	5,730

STATISTICAL REPORT (cont'd)

Microcards	1,710	1,710
Aperture cards	355	355
Films	2	2
Pictures	58	157
1978/79: added 99		
Plans, Architectural	4	11
1978/79: added 7		
Photographs	279	521
1978/79: added 242		
Phonodiscs	9	10
1978/79: added 1		
Broadsides	1	10
1978/79: added 9		
Facsimiles	3	19
1978/79: added 16		
Scrapbooks	53	53

II. <u>Use of Collection</u>	<u>1977/78</u>	<u>1978/79</u>
Reference inquiries answered	8,995	9,662
Guidance and assistance rendered	11,183	15,038
Photocopy prints made	114,671	98,059
Items used in library	10,126	13,581
Items borrowed from library	2,879	2,737
Items lent or requests filled by State Library on interlibrary loan	403	694
Items borrowed for State Library users on interlibrary loan	87	198

